

STEPS TO STARTING A PARENTS OF TEENS GROUP

DECIDE THE FOLLOWING:

1. Decide together with your spouse that facilitating a group works for your family.
2. If you desire, ask a friend to co-lead with you and meet together and pray and decide who will do which jobs.
3. Where will the meetings be held?
4. Select your day of the week.
5. Select your dates for either a 6-week or an 8-week semester.
6. Decide your target group and decide how you will invite these parents to join your group (word of mouth, e-mail, church bulletin, personal letter, web invitation, etc.) Make sure to elicit RSVP's for registration. (Having the e-mails of your participants is recommended.)
7. Send out invitations and begin taking RSVP's.
8. A few days before your first class send an e-mail to registered parents. This is a great time to attach one of the supplemental articles supplied to you for your first topic. Generally, this e-mail serves as a class reminder and as a welcome.

A word to the computer-challenged leaders! If you do not have a friend who can help you send e-mails or attach articles to e-mails you can always take the easy way out and read aloud a copy you make and/or you can make copies to hand out to your parents at the beginning of class when they sign Attendance and make their name tags. If you are not computer savvy do not let this keep you from facilitating a group. If you need to take a shortcut, do it! Host the meeting using the skills you have.

STEPS TO PREPARING FOR YOUR PARENTS OF TEENS MEETING

1. Make sure you have listened to the first topic podcast and decided if you will be using your computer as the listening source or if you will burn CD's and use a CD player.
2. Make folders for your parents (refer to photos). This job will only have to be done once, for the first meeting.

INCLUDED IN EACH FOLDER ARE THE FOLLOWING DOCUMENTS (SEE *DOCUMENTS AVAILABLE FOR FACILITATORS*)

- Principles Taught in Parents of Teens
- About the Authors
- Parents of Teens Mission/Vision/Goals
- Beginning of Semester Survey
- Possible Topics Sheet
- Resource Page
- Agenda for the day's topic
- My TakeAway for Today (a note-taking document)

** Parents will use this folder to store their Agendas, notes taken (My Take Away) and any supplemental materials you provide from each week's class. Prepare several more folders than you have RSVP's.*